

## **CHIEF EXECUTIVE OFFICER ( APPOINTED )**

### **GENERAL**

The following communities require solely executive and administrative qualifications:

**Jamestown; Smithfield; South Kingstown; \*West Greenwich; Westerly.**

\* Also on the basis of character

The following communities require executive and administrative qualifications as well as a special reference to actual experience in, or knowledge of, accepted practice in respect to the duties of the office:

**\*Barrington; \*\*Charlestown; East Greenwich; Hopkinton; Middletown; \*\*\* Narragansett; Newport; North Kingstown.**

\* Also on the basis of character

\*\* Adds with special reference to academic experience in accepted practices

\*\*\* Adds education

### **SPECIFIC**

**Burrillville:** Bachelor's degree from four year college, and three ( 3 ) years administrative experience in city/town government;

**Coventry:** Master's degree in business administration, and three ( 3 ) years experience as a manager; or a minimum degree in public administration with special preference to actual experience;

**East Providence:** College graduate with master's degree in business administration or public administration, and three ( 3 ) years experience at management level;

**New Shoreham:** Bachelor's degree from an accredited college or equivalent experience;

**Portsmouth:** 1) Bachelor's degree and one ( 1 ) year administrative experience; or  
2) Two ( 2 ) years college and three ( 3 ) years administrative experience; or  
3) Five ( 5 ) years administrative experience;

**Tiverton:** Bachelor's degree and five ( 5 ) years administrative experience; or

**Warren:** Bachelor's degree or master's degree in public administration or related fields, and three ( 3 ) years experience as city or town manager or assistant manager; or five ( 5 ) years successful managerial experience;

**West Warwick:** Master's degree in business administration or public administration, and three ( 3 ) years experience as city/town manager; or comparable education and experience.

## **FINANCE DIRECTOR/TREASURER**

### **GENERAL**

The following communities require knowledge of municipal accounting and taxation, and experience in budgeting and financial control:

**Barrington; \*Bristol; Burrillville; \*\*Charlestown; Coventry; Cranston; Cumberland; East Providence; Gloucester; Jamestown; Johnston; \*\*\*Lincoln; \*\*\*\*Narragansett; New Shoreham; North Kingstown; North Smithfield; Providence; South Kingstown; Warren; Warwick; Westerly; Woonsocket.**

\* Also requires professional training

\*\* Also requires experience in computer based accounting systems

\*\*\* Also requires professional, municipal or corporate experience

\*\*\*\* Requires solely education and experience

**North Providence:** Experience as an accountant, or as a controller or manager of a commercial or industrial establishment or has been employed in the field of public or private finance.

### **SPECIFIC**

**Burrillville:** Bachelor's degree from a four year college;

**Central Falls:** Five ( 5 ) years experience as executive or controller of a business, or in public finance;

**Cumberland:** Bachelor's degree in the area of finance;

**Middletown:** Ten ( 10 ) years financial management experience in the public or private sectors;

**Pawtucket:** Five ( 5 ) years experience as an executive or controller of a business, or in public finance;

**Providence:** College graduate ( both for finance director and treasurer ), and five ( 5 ) years experience in fiscal management or equivalent training and experience ( treasurer );

**Smithfield:** Five ( 5 ) years supervisory experience in business or public finance or equivalent;

**Warren:** Bachelor's degree from a four year college;

**West Warwick:** Bachelor's degree from an accredited college in accounting, finance, business administration, or economics, and three ( 3 ) years experience as a comptroller, controller, accountant, auditor or a position involving similar responsibilities.

## **DIRECTOR OF PUBLIC WORKS**

### **GENERAL**

The following communities require administrative or management experience:

**Little Compton; \*West Greenwich.**

- \* Experience must be in public works, highway maintenance or construction

The following communities require qualification by education, training and/or experience:

**Narragansett; \*New Shoreham; North Smithfield; \*\*Tiverton.**

- \* Specifies in public works, highway maintenance or construction
- \*\* Specifies in public works, highway maintenance or construction

### **SPECIFIC**

<b>Bristol:</b>	Upon recommendation of town administrator, council may prescribe requirement of graduate civil engineer or equivalent training;
<b>Coventry:</b>	Five ( 5 ) years experience in municipal engineering;
<b>Cranston:</b>	Licensed engineer with five ( 5 ) years experience in highway or public works administration;
<b>Cumberland:</b>	Licensed engineer and public works experience;
<b>East Providence:</b>	Engineering degree from an approved college and three ( 3 ) years experience in engineering;
<b>Lincoln:</b>	Three ( 3 ) years experience in municipal administration;
<b>New Shoreham:</b>	Preference to a bachelor's degree from an accredited college;
<b>North Providence:</b>	Two ( 2 ) years supervisory experience in construction of highways or buildings, in the field of public works administration; or otherwise qualified;
<b>Providence:</b>	Engineering degree and five ( 5 ) years experience in supervision of public works or building construction; or equivalent training or experience;
<b>Smithfield:</b>	Five ( 5 ) years supervisory and administrative experience in private industry or public agencies, engineering or construction; or equivalent experience;

## **DIRECTOR OF PUBLIC WORKS ( CONT. )**

- Tiverton:** Preference to a bachelor's degree from an accredited college;
- Warren:** Bachelor of Science in civil engineering or three ( 3 ) years public works supervisory experience;
- West Warwick:** Bachelor's degree from a recognized college in engineering, business or public administration, and three ( 3 ) years experience in public works field in private industry or public agencies;
- Westerly:** Civil engineering degree from an accredited engineering college.

## **POLICE CHIEF**

### **GENERAL**

- Barrington:** Police officer with town manager to determine experience required;
- East Providence:** An adequate knowledge of the organization and administration of a police department and several years experience in management and direction of police personnel.

### **SPECIFIC**

The following communities require three (3) years experience above the rank of patrolman:

**Bristol; \*Johnston; Little Compton; New Shoreham;  
\*\*North Providence; North Smithfield; Westerly.**

\* Or can be a member of a law enforcement agency

\*\* Also requires an examination

The following communities require five (5) years experience above the rank of patrolman:

**\*Burrillville; \*\*Cumberland; Gloucester; \*\*\*Hopkinton; Jamestown; Narragansett; Portsmouth; \*\*\*\*SoKingstown; \*\*\*\*\*Warren.**

\* Also requires experience in the organization, administration, management and direction of law enforcement personnel

\*\* Also requires a bachelor's degree ( effective Jan. 1, 2007 )

\*\*\* Also requires a bachelor's degree in law enforcement and expertise in management of police personnel

\*\*\*\* Or ten (10 ) years a member of a law enforcement agency

\*\*\*\*\* Also requires a bachelor's degree in criminal justice or law enforcement

### **OTHERS**

**Lincoln:** Ten ( 10 ) years experience, five ( 5 ) years of which are in a supervisory capacity, and a rank of sergeant or above;

**Middletown:** Ten ( 10 ) years experience above rank of patrolman in any organized police department or equivalent law enforcement agency;

## **POLICE CHIEF ( CONT. )**

- Newport:** Five ( 5 ) years of continuous service;
- Smithfield:** Five ( 5 ) years supervisory experience in law enforcement or equivalent;
- Tiverton:** Five ( 5 ) years in rank of lieutenant or higher with command experience, and a bachelor's degree in criminal justice;
- West Greenwich:** Five ( 5 ) years experience above rank of corporal, and ten ( 10 ) years total experience in an organized police department;
- West Warwick:** Bachelor's degree in law enforcement or business management, and three ( 3 ) years experience as a supervisor in law enforcement.

## **FIRE CHIEF**

### **GENERAL**

**Barrington:** Practical experience in the fields of fire fighting and fire prevention, and received such training in a recognized fire fighting school; or such practical experience which is equivalent thereto.

The following communities require an adequate knowledge of the organization and administration of a permanent fire department, and several years experience in the management and direction of fire department personnel:

**East Providence; Johnston; Narragansett.**

### **SPECIFIC**

#### **Three ( 3 ) Years Experience**

**Bristol:** Member of Bristol fire dept. with three ( 3 ) years experience in fire fighting and fire prevention;

**Little Compton:** Three ( 3 ) years experience above the rank of firefighter;

**West Warwick:** College graduate with a bachelor's degree in fire sciences, public administration, or business management, and three ( 3 ) years experience in a supervisory capacity in a fire department.

#### **Five ( 5 ) Years Experience**

**Narragansett:** Five ( 5 ) years experience above rank of private;

**Newport:** Five ( 5 ) years of continuous service;

**Portsmouth:** Fireman with five ( 5 ) years experience in fire fighting and fire prevention;

**Smithfield:** Five ( 5 ) years supervisory experience in fire fighting and fire prevention, or substantially equivalent experience;

#### **Seven ( 7 ) Years Experience**

**Warren:** Member of Warren fire dept. with seven ( 7 ) years experience as line officer; must hold current certification status as EMT; current certification as NFPA 101 holder or acquire within one year of appointment; hold an associate degree in fire sciences or a related field.

#### **Ten ( 10 ) Years Experience**

**Middletown:** Ten ( 10 ) years experience in fire fighting and fire prevention.

**Tiverton:**

- 1) Ten ( 10 ) years experience with progressively greater responsibility; and
- 2) Associates degree in fire sciences, public administration or related field; and
- 3) Five ( 5 ) years experience in command position and two (2) years of administrative experience; and
- 4) Be a qualified emergency medical technician.

## **TAX ASSESSOR**

### **GENERAL**

The following communities require knowledge and experience in the appraisal of real and personal property:

**Bristol; Central Falls; \*Charlestown; Glocester; \*\*Narragansett;  
North Smithfield; Woonsocket.**

\* Also requires possession of skills in computer based data processing systems used in tax assessment

\*\* Requires solely education and experience

### **SPECIFIC**

**Burrillville:** Hold a certificate of residential appraisal or its equivalent, or must acquire within one year of appointment;

**Cumberland:** Hold a certificate from the Rhode Island Association of Assessing Officers, or acquire within three years of appointment;

**Glocester:** Hold a certificate of residential appraisal or its equivalent, or must acquire within one year of appointment;

**Providence:** College graduate with five ( 5 ) years experience in real estate appraisal of commercial and residential property; or equivalent training or experience;

**Tiverton:** Minimum qualifications of state certification as assessor;

**Warren:** Hold a certificate from the Rhode Island Association of Assessing Officers or its equivalent, or acquire within three years of appointment;

**West Warwick:** Degree from an accredited college with courses in business management or equivalent, and hold a Rhode Island real estate broker's license with three ( 3 ) years experience as a broker.



## **MISCELLANEOUS POSITIONS**

### **BUILDING INSPECTOR**

- Charlestown:** Working knowledge of all aspects of construction of commercial and residential buildings, participated in construction for five ( 5 ) years, and certified by the state for building inspection;
- Cranston:** Trained and experienced as an architect, builder or engineer in the field of building construction;
- Narragansett:** Five ( 5 ) years in the construction field with working knowledge of construction of commercial and residential buildings;
- North Providence:** Must be an architect and licensed civil engineer or have five ( 5 ) years experience in the general contracting of building construction;
- Providence:** Registered professional engineer or registered architect, or has had twelve ( 12 ) years as a general building contractor and/or supervisor of building construction with five ( 5 ) years in responsible charge of important building work; or equivalent training or experience.

### **BUSINESS MANAGER**

- Little Compton:** Academic training in management and administration and/or five ( 5 ) years management experience, preferably in local or state government, with expert knowledge and/or experience in personnel administration, labor negotiation, budgeting, financial administration, accounting, land use planning, public works or municipal law.

## **TOWN CLERK**

- Warren:** High school diploma, with a business school diploma or an associates degree in a business related field desirable, and five ( 5 ) years experience in office management or as an administrative assistant or executive secretary;
- West Warwick:** Possess qualifications consistent with the objectives of the Town Clerk's Association, and three ( 3 ) years experience in a supervisory capacity.

## **CITY/TOWN ENGINEER**

- Jamestown:** Registered professional engineer licensed to practice in Rhode Island;
- Middletown:** Civil engineer;
- Narragansett:** Professional engineer licensed in Rhode Island and qualified by education and/or experience;
- Pawtucket:** Civil engineer with five ( 5 ) years practical experience;
- Providence:** Professional engineer with five ( 5 ) years of service.

## **PERSONNEL DIRECTOR**

- Providence:** Bachelor's degree from an accredited college, and five ( 5 ) years experience in personnel management of an employment system; or an equivalent combination of training and supervisory experience;
- West Warwick:** Bachelor's degree from an accredited college in personnel management, labor relations or business administration, and three ( 3 ) years experience in personnel management.

## **CITY/TOWN PLANNER**

<b>Burrillville:</b>	Degree in planning or related field or equivalent experience; and experience in local planning and zoning, or knowledge of generally accepted planning principles;
<b>Charlestown:</b>	Qualifications and broad experience in community planning;
<b>Coventry:</b>	Possess knowledge of planning, zoning, subdivision regulations and other allied programs and projects;
<b>Providence:</b>	Ten ( 10 ) years experience in professional city planning and urban development, with five ( 5 ) years of supervisory and administrative experience; or an equivalent combination of professional training and supervisory experience in city planning or related fields;
<b>Warren:</b>	Professional training in planning or urban design, two ( 2 ) years experience in community development or urban planning, and proven record of success in seeking and administering grants;
<b>Warwick:</b>	Training and experience in city planning;
<b>West Warwick:</b>	Graduate from a recognized college with a master's degree in urban planning, and three ( 3 ) years experience as city/town planner;
<b>Woonsocket:</b>	Four ( 4 ) years experience in city or regional planning or urban renewal, with one ( 1 ) year in a responsible planning position.

## **DIRECTOR OF PUBLIC HEALTH**

<b>Central Falls:</b>	Graduate of a recognized school of public health or physician licensed to practice medicine in Rhode Island;
<b>Charlestown:</b>	Physician;
<b>Johnston:</b>	Licensed physician;
<b>Lincoln:</b>	Licensed physician, and appointment approved by state director of public health;
<b>North Kingstown:</b>	Physician admitted to practice medicine in Rhode Island;
<b>Pawtucket:</b>	Graduate of a recognized school of public health or physician licensed to practice medicine in Rhode Island.

## **DIRECTOR OF RECREATION**

- Cumberland:** Academic training in recreation activity and/or experience in the administration of public recreation programs;
- Providence:** Bachelor's degree from an accredited college in health sciences, recreation, education or related fields, and five ( 5 ) years experience in a supervisory capacity; or equivalent training or experience.

## **DIRECTOR OF RESCUE SERVICE**

- Cumberland:** Be qualified as Emergency Medical Technician – Cardiac, and five ( 5 ) years experience on a rescue service or comparable experience.

## **TAX COLLECTOR**

- West Warwick:** Graduate from a recognized college with courses emphasizing business management, accounting, business or public administration, and three ( 3 ) years experience in a supervisory capacity.

## **CITY/TOWN SOLICITOR**

### **GENERAL**

All solicitors are required to be attorneys-at-law in good standing who have been admitted to the practice of law in the state of Rhode Island.

### **SPECIFIC**

The following is a breakdown by community of the number of years of practice that is required:

Two ( 2 ) years: **Central Falls.**

Three ( 3 ) years: **North Smithfield; West Warwick.**

Four ( 4 ) years: **Charlestown; Hopkinton; Johnston; Narragansett; South Kingstown.**

Five ( 5 ) years: **Burrillville; Cranston; Glocester; Lincoln; North Providence; Pawtucket; Providence; Warren; Warwick; Woonsocket.**

### **OTHERS**

**Little Compton:** Requires significant experience.

**West Greenwich:** Requires experience in municipal law.

## **PROBATE JUDGE**

### **GENERAL**

All probate judges are required to be attorneys-at-law in good standing who have been admitted to the practice of law in the state of Rhode Island.

### **SPECIFIC**

The following is a breakdown by community of the number of years of practice that is required:

Two ( 2 ) years: **Central Falls.**

Three ( 3 ) years: **Pawtucket; West Warwick.**

Four ( 4 ) years: **Charlestown; Hopkinton; Johnston; Narragansett; South Kingstown.**

Five ( 5 ) years: **Burrillville; Cranston; Foster; Glocester; Little Compton; North Providence; Smithfield; Warren; West Greenwich; Woonsocket.**

## **ADDITIONAL POSITIONS – CITY OF PROVIDENCE**

**Budget Analyst:** Master's degree in business administration, and five ( 5 ) years supervisory experience in budget analysis and budget projection; or equivalent training or experience;

**Budget Officer:** College graduate with a degree in finance or business administration, and five ( 5 ) years experience supervising a budget process; or equivalent training or experience;

**City Controller:** Licensed public accountant; or equivalent training or experience;

**Internal Auditor:** Certified public accountant, and five ( 5 ) years experience in finance and operational auditing; or equivalent training or experience;

**Public Property Director:** Bachelor's degree from an accredited college, and five ( 5 ) years supervising a centralized system for purchase, distribution and inventory of supplies, or supervising building maintenance; or equivalent training or experience;

**Public Safety Commissioner:** Bachelor's degree from an accredited college, and five ( 5 ) years supervisory experience in administration or community relations; or equivalent training and supervisory experience;

**Sewer Mgt Director:** Bachelor's degree from an accredited college in engineering, and five ( 5 ) years experience in administration; or equivalent training or experience;

**Traffic Engineer:** Professional training in the field of traffic engineering, and employed for five ( 5 ) years in traffic engineering or a closely related field; or equivalent training or experience.